

# EXHIBITOR CONFIRMATION

Sunday, April 12  
1-4 p.m.  
Bloomington/Monroe County Convention Center



On behalf of the City of Bloomington Parks and Recreation Department, we thank you for registering for the 2015 Children's Expo. New this year, we've decided to steer away from the integration of a specific theme and instead encourage exhibitors to decorate in kid-friendly fashion. To get your creativity started, think primary colors, toys, games, fuzzy animals, books, or items relevant to your business or organization. If you have any questions please feel free to call Amy Shrake at 349-3747.

## Set up/Check-in:

Booth setup takes place on event day only. Exhibitors can begin setup at 10:30 a.m. All booths must be set up and ready to go by 12:30 p.m. Please check in upon arrival to Children's Expo to receive your booth assignment and other important event information. Two chairs and a skirted 6' table are provided. There will be a map at the exhibitor check-in as you enter the convention center showing your location and tables will be marked with table tents.

## Tear down:

Tear down begins after 4 p.m. **Do not** tear down your booth before the conclusion of the event. It is important that all participants have the same opportunities and experiences. Please leave all table skirting on the tables.

## Activities for children:

We are relying on our exhibitors to offer a craft, game, or some engaging activity for children at their booths. Not only will this provide a fun atmosphere for the children and their families, but it will also draw participants to your booth so you can better promote your products and services. Please feel free to use the space in front of and/or to one side of your table for your activity area, but be considerate of your neighbor and do not obstruct access to their booths. We anticipate full capacity! If you need ideas for an activity, please contact Amy. Plan for approximately 250 children.

## Give Aways and Door Prizes:

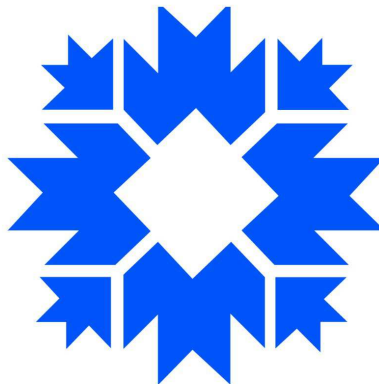
If offering a snack, be mindful this is a health fair. Feedback received from parents, indicate they prefer something other than candy offered to their children. If you are offering a door prize, we recommend facilitating your own drawing by distributing tickets at your table and contacting the winner on your own.

## Hospitality:

A healthy snack and beverage will be placed at your table upon arrival. If you require something more substantial, plan to pack and bring it with you.

## Unloading/parking:

The Bloomington/Monroe County Convention Center offers ample parking on the south side of the building. If you have heavy or an abundance of materials, you can pull up or park near the door to unload. Expo staff and volunteers will be available to assist with the unloading process. Please have your display items in boxes for easy transport. You and additional staff from your organization should plan to park in the larger lot away from the building. Thank you in advance for saving close parking spots for our visiting families.



**CITY OF BLOOMINGTON**  
**parks and recreation**

